Minnesota Department of Transportation

# P6 Reports and Layouts User Guide

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### **1.0 GENERAL INFORMATION**

The purpose of this document is to provide guidance to Project Managers, Functional Groups and Activity Owners on how to use reports and layouts generated by P6.

The reports in this document are available on the P6 web site <u>Reports</u> page or can be generated by request from the SSC. This document identifies the reports used for the project baseline process and the reports used to monitor the progress on a project.

Each report identified will have an overview description, typical use, a One-Pager with sample data and where it is generated in P6.

It is expected that these reports will evolve as the needs of reporting change. Please discuss any comments with either SSC or Admin staff.

### 2.0 REPORT INFORMATION

This section summarizes the description and typical use for baselining and monitoring reports.

### 2.1 BASELINING REPORTS

There are three reports used to baseline a project schedule. For information on how a schedule is baselined, see <u>PD-10-01</u> Schedule Creation and Baseline Process.

Click the *link name* to go to the sample report.

### 1. MnDOT Baseline Gantt Chart

### Description

The Gantt Chart contains all of the activities in a schedule grouped by Work Package and Work Break Down Structure (WBS)).

### **Typical Use**

This layout is a good tool to review:

- Work Packages in a design project schedule
- Activities included in each work package
- Anticipated activity original duration
- Owner and Functional Group assignments

### 2. MnDOT Baseline Relationships Report

#### Description

The Relationship Report shows all of the predecessor and successor logic for each activity in a schedule. These relationships drive the start of a specific activity.

#### **Typical Use**

This report may be used with the Gantt Chart will help identify changes needed to correct logic to better represent the anticipated project work flow.

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### 3. <u>MnDOT Role Report</u>

### Description

The role report is used to evaluate the job class (role) of the people performing work on an activity and adjust the role hours. This report is grouped by similar role so you can see all of the activities performed by a specific role on a project.

### **Typical Use**

Assign the appropriate roles and role hours to activities:

- Is the role assigned correct to complete an activity?
- Do roles need to be added to an activity?
- Are the estimated budgeted units (hours) accurate to complete the activity?
- What unused roles need to be removed?

### 2.2 SCHEDULE MONITORING REPORTS

These reports are posted to the <u>P6 Reports</u> webpage. The <u>Report Generation Frequency</u> specifies the timelines for report generation.

### 1. Program Review Report

### Description

These reports are District-specific report including all of the schedules in P6 that represent Planned or Programmed projects. The reports include PPMS header and P6 activity data. Listed activities may vary by district request.

#### **Typical Use**

Program Review reports are used at project management and functional group coordination meetings focused on delivering projects on time.

#### 2. Functional Group Report by Owner

#### Description

This report contains all activities coded to a specific Functional Group. The activities are grouped by Functional Group and activity owner.

### **Typical Use**

Functional Group can review all activities in the state or district within one report. Grouping by Owner will aid in workload planning for functional group teams as well as individual users.

#### 3. Functional Group Report by Letting Date

#### Description

This report contains all activities coded to a specific Functional Group. The activities are grouped by Functional Group, let date, and SP.

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### Typical Use

Functional Group can review all activities in one report. Grouping projects by let date and SP allows this report to supplement Program Review and aids Functional Groups in determining if their activities are on a project (or missing).

### 4. Functional Group Summary Report

### Description

This report shows all of the activities planned to be completed by a specific role. The hours related to each role are distributed by month in the spreadsheet.

### **Typical Use**

This report allows Functional Groups to determine the amount of hours planned for an individual role in any upcoming month. Hours are summarized by individual roles and by functional group to help determine if a role or functional group is over-allocated or underutilized in any given month.

### 5. <u>MnDOT - 3 Month LA; TF < 60 D</u>

#### Description

This layout report lists the activities in a schedule grouped by Work Break Down Structure (Project Deliverables) with less than 60 days total float and can be started in the next three months.

### **Typical Use**

Review upcoming activities on an individual project.

### 6. MnDOT - Gantt Chart Layout

#### Description

The Gantt Chart contains all of the activities in a specific project grouped by Work Break Down Structure (Project Deliverables). Activities on the critical path have red bars on the Gantt chart.

#### **Typical Use**

This layout is a good tool to review:

- Work Packages in a design project schedule
- Activities included in each work package
- Anticipated Activity Original and Remaining Duration and Physical Percent Complete
- Owner and Functional Group assignments

### 7. <u>Schedule Review: Relationships by WBS</u>

#### Description

The Relationship Report shows the predecessor and successor logic for each activity in a schedule. These relationships drive the start of a specific activity.

### Typical Use

Review what activity is driving the start of another activity (what activity needs to be completed in order to start the next activity).

This report may be used with the Gantt Chart will help identify changes needed to correct logic to better represent the anticipated project work flow.

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### 8. All Activities By Total Float

### Description

This layout report shows each of the float paths associated with a group of activities within a schedule.

### **Typical Use**

Review Activity float paths to understand critical paths and secondary paths.

This report aids in design of recovery schedules. The critical float path is usually near the top (note activities with 7-day calendars may appear first if project is in negative float). Each of the float paths can be used to understand how groups of activities work together.

#### 9. All Activities by Early Start

### Description

This layout report contains all activities in a schedule sorted in chronological order.

### **Typical Use**

Review upcoming work in chronological order (what is coming next). Note: consecutive activities may be on unrelated logic paths. No logic assumptions should be made based on this layout.

### 10. PPMS Header Current

### Description

This is a PPMS-generated report that is linked to the Project Management spreadsheet. It contains the project description, location, limits, estimated costs, development schedule, and letting dates for Trunk Highway, State Aid, Transit, and Rail and Intelligent Transportation Systems projects.

#### **Typical Use**

Verify information – let date, funding, etc

### 11. Owner Reports - All Activities Spreadsheet

#### Description

This report contains schedule activities for active design schedules and multiple P6 activity data fields in a table; sortable and filterable for easy analysis.

### Typical Use

Analysis of any variety of project activity information by the District, Project Manager, Functional Group, or activity owner.

### 3.0 BASELINING REPORT ONE PAGERS

This section contains One-Pagers providing information on how to read project reports. The audience is Project Managers, Functional Group Managers, and Activity Owners. Each report presented below shows the primary purpose, column fields, and common uses and key features.

### 3.1 MNDOT-BASELINE GANTT CHART LAYOUT



Gantt Chart Project Review: (numbering correlates to red values on schedule).

The primary use of the project Gantt chart is for review of a specific project, often by a project manager or functional group. The Activities are grouped by Work Breakdown Structure (WBS).

P6 Activity Layout: MnDOT – Baseline Gantt Chart Layout

### **Schedule Information**:

- 1. Highest level of WBS within a project. Typically detailing work type.
- 2. Lowest level of WBS usually correlating to a deliverable.
- 3. Activities under WBS to produce deliverable.

### **Gantt Chart Project Review**

- 4. Are the correct work packages in the schedule (look at lowest level of WBS for work package and deliverables)?
- 5. Are the needed activities and deliverables in the schedule?
- 6. Is the duration, in days, correct for the activities you are responsible for?
- 7. Review and complete any missing owners.



### 3.2 MNDOT-BASELINE RELATIONSHIPS REPORT



Logic Report: (Numbering correlates to red values on schedule)

The Project relationship report contains the logic between activities in a schedule. The Predecessor and Successor logic drives the start or finish of an Activity and Float calculations.

P6 Report Layout: MnDOT Baseline Review: Relationship by WBS

### **Schedule Information:**

- 1. Lowest Level of WBS Activity is under.
- 2. Activity the logic is detailed for.
- 3. Predecessor, Activity to be completed before the Activity being detailed.
- 4. Successor, Activity occurring after completion of the Activity being detailed.
- 5. Type of logic; FS = Finish Start, SS = Start-Start, FF = Finish-Finish.
- 6. Owner of Predecessor or Successor.

### 3.3 MNDOT-ROLE REPORT

		MnDOT - Role Review by Role			07-Nov-14 15:15
Activity ID	Activity Name			Activity Original Duration (Days)	Role Budgeted Units (Hours)
📄 🖨 Report Guid	le MN95 At	MN95 & Valley Creek Rd-Const	ruct	377	2465
🚨 Role: MnDOT M	nDOT			377	2465
Role: MnDOT.OCR	Office of Civil	Rights		10	4
Role: MnDOT.OCR.D	SBC DBE & Sma	II Business Contracting		10	4
💁 Role: MnDOT.OCR.[	SBC.SBC S Sma	II Business Contracting Specialist		10	4
🕎 CVL1000	Request/Determi	ne Goals		1 10	4
Role: MnDOT.OPS	DIV Operations	Division		377	2149
Role: MnDOT.OPSDN	V.DIST District			377	2133
Role: MnDOT.OPSD	IV.DIST.PM Proj	ect Ma na gement		286	25
🔄 🧕 Role: MnDOT.OPS	DIV.DIST.PM.OPS	SPM Project Manager		2 266	24
📃 EDD1000	Prepare & Subm	t EDD 1		5	2
🖳 EDD2000	Prepare & Subm	t EDD 2		5	2
🖳 PLN6000	Prepare 60% Pla	n s (As Defined by Project Team in Activity Steps)		4	3
🖳 PLN9000	Prepare 90% Pla	n s (As Defin ed by Project Team in Activity Steps)		4 <b>4</b> Č	5
👤 PRO1000	Prepare Special	Provisions		لـــــ	4
TMP1000	Prepare TMP			Ĺ	8
🔜 💁 Role: MnDOT.OPS	DIV.DIST.PM.DPM	IDeputy Project Manager		3	1
📃 🖳 TUR1020	Conduct QMP C	neck by District		<b>L</b>	1

Role Review (numbering correlates to red values on schedule).

This report is for workload planning. The report is showing all of the planned hours on a Project to be completed by a Role for the listed Activities. This work is summarized by Role Group (branch of role tree).

P6 Resource Assignment Layout: MnDOT - Baseline Role Review by Role

### Schedule Information:

- 1. Role Person classification to perform task
- 2. Activity Task to be completed.
- 3. Role Budgeted Units –hours to perform task.
- 4. Summary of Budgeted Units –Rolled up hours for single Role across multiple Activities.

### 4.0 SCHEDULE MONITORING REPORT ONE PAGERS

The following information is further guidance, protocols, and reference materials for creating and baselining a schedule.

### 4.1 PROGRAM REVIEW REPORT



#### MnDOT Schedule Report: All Activities by Project

Project S.P.	Activity ID	Activity Name	Owner	Orig Dur	Rem Dur	% Comp	Early Start (A=Actual)	Late Start	Carly Finish (A=Actual)	Late Finish	Total Float
2001-3	36	110421_F						Letting	g Date: 20	141121	2
2001-36	1001	PROJECT INITIATION	Luke1Hea	1	0	100%	3/16/2011 A	9/30/2014	8/14/2013 A	9/30/2014	
2001-36	1003	PROJECT SCOPING	Luke1Hea	45	0	100%	4/29/2011 A	9/30/2014	9/4/2013 A	9/30/2014	

**Program Review Report:** (numbering correlates to red values on schedule)

P6 Report Layout: Generated from PPMS header and variable Program Review Reports depending on district

- 1. The PPMS Header report contains the data stored in PPMS Let Date, funding, project description, limits, and more.
- 2. The schedule data is pulled from P6 and includes progress updates and resulting start and finish dates. The Activities listed will differ by District and will be indicated in the report title. The three reports indicate the report contains "All Activities", "Activities on Critical Path", or all Activities on "Project with Negative Float".

### 4.2 FUNCTIONAL GROUP REPORT BY OWNER

				6	-MnD	OT - Fu	unct Group J	Activity - C	)wner			Print Date: 27-Oct-14 Current Data Date: 22-Oct-14
# 4	ko tivit y D	WBS Name	Activity Name	Orig	Rem	Phys%	Early Start	Early Finish	Late Finish	Total	Free	MnD OT Le 2014 2015 2016
				Dura	Dura	Comp	(A=Actual)	(A=Actual)		Float	Float	Date ND J F MA V J J A S O N D J F M A M J J A S O N D V F M A M J J A S O N D
101	District Proje	ct Management										
102	Ryan Codd in	g ton										
103	2771-37											
104	SP Report Gui d	e MN95 At MN 95 & Valley Creek Ro	d-Construct NB Left Turn Lane & SB Right Turn La	10								
105	EDD1000	Environmental Due Di ligence 1	Prepare & Submit EDD 1	5	5	50%	02-Sep-14 A	04-Nov-14	02-J ul-15	164	0	20 160 603 27 71-37, 02-Sep 1 4 A 104 Nov-14, Prepare & Submit EDD 1
106	EDD2000	Environmental Due Diligence 2	Prepare & Submit EDD 2	5	5	196	13-Jan-15	20 an-15	11-Sep-15	164	0	20160603 2771-37, 13-Jan-15 20-Jan-15, Prepare & Submit 2 1
107	LAY1050	Staff Approved Layout	Prepare Final Geometric Layout & Profile	10	3	70%	04-ApF14A	21- pv-14	26-Feb-15	63	0	20160603 - Apr-14 A
108	LAV1070	Staff Approved Layout	Revise, Sign, & Distribute Geometric Layout	22	22	0%	24 040-14	27-J n-15	04-May-15	68	0	20160603 2771-37, 24-Dec 27-J an-15, Revise, Sign, & Distribute Geometric Lay
109	MS_210	Milestones (Design)	Roadway Plans Re ady	0	0	0%		03-NI -15	29 Feb-16	77	15	20160603 + Roadway Plans Ready
110	MS_230	Mile stones (Design)	Project Turned In	0	0	0%		0+ De -15	28-Mar-16	77	0	20 160 603 • Project Turned in
111	MS_270	Milestones (Design)	Leting Held	0	0	0%	08-Mar-16		_	62	0	20 160 603 + Leting Held
112	SUR1000	Suneys	Submit Survey Request	5	0	100%	31 Mar 4 A	04-Apr-1	15			20160603 Mar-14 A 04-Apr-14 AP
#13	TMP1000	Transportation ManagementPlan	Prepare TMP	5	5	0%	22-O ct-14	28-0 ch	4 15	148	0	20 160 603 27 71-37, 22-Oct-14 28-Oct-14, P 3
114	TUR1030	Project Turn i n	Prepare Final Construction Cost Estimate by District	5	5	0%	04-Nov-15	10-Nov-	-16	72	10	20160603 2771-37 0-Nov-15, Prepare Final Con
π5	TUR1040	Project Turn in	Prepare Submittal Memo and Submit Plans & Specs	5	5	0%	30-Nov-15	04-Dec-	16	62	0	20160603 : 2771-37, 30-NOV-15 04-Dao-15, Prepare Submit
116	Rick Dalton											
117	2771-37											
#8	SP Report Gui d	e MN95 At MN95 & Valley Creek R	d-Construct NB Left Turn Lane & \$B Right Turn La	10								
119	CTX 1000	Catego if call Exclusion - Program	Prepare CATEX Document	26	26	0%	25-Mar-15	29-Apr-15	23-Dec-15	164	101	20160603 2771-37, 25-Mar-15:
120	Victor Vasas											
121	2771-37											
122	SP Report Gul d	e MN95 At MN 95 & Valley Creek Ro	d-Construct NB Left Turn Lane & \$B Right Turn La	10								
123	DME1000	Design Memo/Design Exception	Prepare & Approve Design Memo in District	5	5	0%	17-NOV-14	21-N0V-14	05-Mar-15	68	0	20160603 2771-37, 17-Noy-14 21-Nov-14, Prepare:& Approve Design Memo In-District
124	PR01000	Special Provisions	Prepare Special Provisions	5	5	0%	23-Sep-15	29-6ep-15	14 J an-16	72	0	20 160 603 2771-37, 23-Sep-15; 29-Sep-15, Prepare Special Prov

Schedule Update and Accuracy Review: (numbering correlates to red values on schedule).

P6 Activity Layout: 6-MnDOT – Funct Group Activity - Owner

- 1. Data Date: The "time now" date that remaining durations and float are calculated from; may differ if float limit applied to project. This correlates with the Vertical Blue Line in the Gantt Chart.
- 2. Activity Riding the Data Date: Early Start= Data Date; Predecessors are complete. Schedule indicates activity can be started.
- 3. Out of sequence work: Gap in activity bar
  - Activity was started before all Predecessors were complete, the predecessor being finished is creating the gap.
  - Review logic with SSC scheduler and Project Manager, revise if needed
- Activity not being updated: Started September 02, 2014. Started activities must be updated every two weeks. If no progress was made, contact your Project Manager and SSC scheduler to work through possible impacts.

### Audit of Missing work:

Look for:

- Activities coded to the wrong functional group
- Activities coded to the wrong owner
- Activities missing from a report
- Activities missing from a schedule

If there are errors or missing data is encountered, see SSC scheduler. Accurate Activity data produces accurate schedules and reports.

### FUNCTIONAL GROUP REPORT BY LETTING 4.3 DATE

			5-MnDOT	- Func	t Gr	oup	o Acti	vity- Let D	)ate										Cum	Prin ent Data	Date: 2	7-Oct-14 2-Oct-14
Ŧ	Activity D	WBS Name	Activity Name	Owner	Orig	Rem	Phys 9	Early Start	Early Finish (A=Actual)	Late Finish	Total Fice	Field	2014	~	01	2	015		01		2016	
189	MpDOT F	unctional Group District	Project Management					(	(		-			-						-		
190	MnDOT Le	Date: 060 3/20 16	rojet nanagement												7							
191	No MnDO	T Puma SP											1		1	3	····· î					1
192	SP Report	t Gui de MN95 At MN95 & Valley Creek	Rd-Construct NB Left Turn Lane & SB Right Turn L	ane													1		1			
93	SUR100	0 Surveys	Submit Suney Request	Codd1 R/a	5	0	100%	5 31 Mar 4 A	04-Apr-14 A	27-J an-15			4Å I	4+	Apr-14	A, Submit	t Survej	Request	1		- 1	
94	LAY1050	Staff Approved Layout	Prepare Final Geometric Layout & Profile	Codd1 R/a	10	3	70%	04-Apr-14 A	21-Nov-14	26 Feb-15	63	0	4 A	1 2	1-Nov	-14, Prepa	are Fhia	lGeomet	ric La p	put⪻	of te	1
95	EDD100	D Environmental Due Diligence 1	Prepare & Submit EDD 1	Codd1 Rya	5	5	50%	02-Sep-14 A	04-Nov-14	02-J ul-15	164	0	-37, 02-Sep-1 4A 💼	04	-Nov-1	4, Prepan	e & Sub	mit EDD '	1			
96	TMP100	D Transportation Management Pla	Prepare TMP	Codd1 Rya	5	5	0%	22- 0-14	28-Oct-14	03-J un-15	148	0	\$771-37, 22-Oct-14	28-	Oct-1	4, Prepare	TMP		1			-
97	DME100	0 Design Memo/Design Exception	Prepare & Approve Design Memo In District	Vasa 1VIc	5	5	0%	17-No -14	21-Nov-14	05-Mar-15	68	0	2771-37, 17-Nov-14	8 2	1-Nov	-14, Prepa	are & Áp	prove De	sign Ņ	lemo In	District	ŧ.
98	LAY1070	Staff Approved Layout	Revise, Sign, & Distribute Geometric Layout	Codd1 R/a	22	22	0%	24 Dec- 4	27-Jan-15	04-May-15	68	0	2771-37, 24-Deo	4.1	<b>—</b> 2	7-Jan-15	Revise	,Sign,&	Distrib	ute Geo	metri cL	ajout
99	EDD200	D Environmental Due Diligence 2	Prepare & Submit EDD 2	Codd1 Rya	5	5	0%	13 - 15	20-Jan-15	11-Sep-15	164	0	2771-37, 13-J	15	0 2	)-Jan-15,	Prepare	& Submi	t EDD:	2		8
00	CTX 100	Categorical Exclusion - Program	Prepare CATEX Document	Dalt1Ric	26	26	0%	25-Mar-15		23-Dec-15	164	101	2771-37	2 1	(ar-1 S	<b>2</b> 9	Apr 15	Prepare	CATE	K Docum	nent -	1
101	PR0100	0 Special Provisions	Prepare Special Provisions	Vasa 1VIc	5	5	0%	23-6ep-15	4	14-J an-16	72	0			277	1-37, 23-9	Sep-1 5	1 29-8e	p-15,P	repare	Special	Provision
202	MS_210	Milestones (Design)	Roadway Plans Re ady	Codd1 R/a	0	0	0%			29-Feb-16	77	15		- 1				+ Ro	adwa	Plans R	eady i	1
103	TUR108	D Project Turn In	Prepare Final Construction Cost Estimate by District	Codd1 R/a	5	5	0%	04-N 0V-15	10-N07-15	29-Feb-16	72	10				27.7.27	04-N0¥	15 0 10	Nov-1	15, Prep	are Fina	i Constri
04	TUR104	D Project Turn In	Prepare Submittal Memo and Submit Plans & Specis	Codd1 R/a	5	5	0%	30-N ov-15	04-Dec-15	07-Mar-16	62	0	1 1		1	-31	7, 30-N	W-15	04-De	0-15, Ph	epare S	(Init al N
105	MS 230	Milestones (Design)	Project Turned In	Codd1 R/a	0	0	0%		04-Dec-15	28-Mar-16	77	0				2		+	Project	tTurne	din	1
06	MS 270	Milestones (Design)	Leting Held	Codd1 R/a	0	0	0%	08-Mar-16			62	0	· • • • • • • • • • • • • • • • • • • •				····· ÷			Leting	Held	

### **Schedule Update and Accuracy Review:**

(Numbering correlates to red values on schedule).

P6 Activity Layout: 5-MnDOT –Funct Group Activity – Let Date

- 1. Data Date: The "time now" date that remaining durations and float are calculated from; may differ if float limit applied to project. This correlates with the vertical blue line in the Gantt Chart.
- 2. Activity Riding the Data Date: Early Start= Data Date; Predecessors are complete. Schedule indicates activity can be started.
- 3. Out of sequence work: Gap in activity bar
  - Activity was started before all Predecessors were complete, predecessor creating gap. •
  - Review logic with SSC scheduler and Project Manager, revise if needed.
- 4. Activity not being updated: Started September 02, 2014. Started activities must be updated every two weeks. If no progress was made, contact your Project Manager and SSC scheduler to work through possible impacts.

### Audit of Missing work:

Look for:

- Activities coded to the wrong functional group •
- Activities coded to the wrong owner
- Activities missing from a report
- Activities missing from a schedule

If there are errors or missing data is encountered, see SSC scheduler. Accurate activity data produces accurate schedules and reports.

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# 4.4 FUNCTIONAL GROUP ROLE SUMMARY REPORT

					Sch	iedule Review - F	Role W Role Spre	adsheet													27-Oct-1	14 13:29
Activity	D	WBS Name	Activity Name	Activity Original	Role Remaining	Early Start	Budgeted									20	015					
				Duration (Days)	Units (Hours	)	Units	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
_ <u></u>	Role: Mr	DOT			770	20-Nov-14				29					142	257						6
<u></u>	Role: Op	erations Division		581	770	20-Nov-14			17	29	15	5	5	5	142	257	161	26	9	15	10	6
2	Role: Dist	ict		581	770	20-Nov-14			17	29	15	5	5	S	142	257	161	26	9	15	10	6
	Role: Tra	fic - Signals & Lighting (	Metro District Only)	581	770	20-Nov-14			17	29	15	5	5	5	142	257	161	26	9	15	10	6
	Role: Tra	ffic Signal/Lighting Grou	p Lead	546	31	24-Nov-14			1	2	1	0	0	0	5	8	5	2	1	1	1	0
	Role: Tra	ffic Signal/Lighting Engli	neer	581	368	20-Nov-14			15	26	14	4	5	5	47	83	73	24	8	14	9	5
	📄 SP 628	3-233 194 At Mcknight Rd	(North, South And Burns Ave Ramps) In Ma	250	176	24-Nov-14			14	12	2	2	3	3	24	42	37	12	6	12	7	
	SAT1	00 Signal Agreement	SignalAgreement	15	24	18-Sep-15													5	12	7	
	SAT10	10 Signal Agreement	Signal Pre-Agreement		24	24-Nov-14			14	10												
	SAT10	20 Signal Agreement	Local Review and Concurrence	1 00	24	03-Dec-14				2	2	2	3	3	2	3	3	3	1			
	👤 TSG1	100 Signal Plan	Prepare Signal Plan	0	71	13-May-15									21	39	11					
	SG1	10 Signal Plan	Prepare Signal Special Provisions & Estimate	5	9	10-Jul-15											9					
	🖳 TUR10	60 Project Turn In	State Aid Plan Review / Approva	10	24	24-Jun 15	_										14	10				
	📄 SP 622	7-74 MN120 At E. South A	ve(CSAH25)/40Th St N In N. St. Paul & Outdale	292	176	29-Dec-14				14	11	2	2	2	22	41	36	12	2	2	2	5
	SAT10	00 Signal Agreement	Signal Agreement	45	24	22-Dec-15	3															4
	SAT10	10 Signal Agreement	Signal Pre-Agreement	5	24	29-Dec-14				14	10											
	SAT10	20 Signal Agreement	Local Review and Concurrence	242	24	06-Jan-15					2	2		2	2	2	2	2	2	2	2	1
	SG1	100 Signal Plan	Prepare Signal Plan	40	71	13-May-15									21	39	11					
	👤 TSG1	110 Signal Plan	Prepare Signal Special Provisions & Estimate	5		10-Jul-15						4					9					
	🖳 TUR10	60 Project Turn In	State Aid Plan Review / Approval	10	2	24-Jul-15											14	10				
	📘 Role: Se	nior Traffic Sig nal/Lighti	ng Technician	430		13-May-15									91	166	83					
	📄 SP 628	3-233 I94 At Mcknight Rd	I (North, South And Burns Ave Ramps) In Ma	45		13-May-15									45	83	42					
	🖳 TSG1	000 Signal Plan	Prepare Signal Plan	40	151	13-May-15									45	83	23					
	🖳 TSG1	010 Signal Plan	Prepare Signal Special Provisions & Estimate	5	19	10-Jul-15											19					
	📄 SP 623	7-74 MN120 At E. South A	ve(CSAH25)/40Th St N In N. St. Paul & Oakdal	45	170	13-May-15									45	83	42					
	🖳 TSG1	100 Signal Plan	Prepare Signal Plan	40	151	13-May-15									45	83	23					
	🖳 TSG1	010 Signal Plan	Prepare Signal Special Provisions & Estimate	5	19	10-Jul-15											19					
	📄 SP 272	3-117 MN55 At Country C	lub Drive/Douglas Dr(Csah 102) In Golden Va	33	31	12-Dec-16																
	🖳 1251	90% Plans	SIGNAL PLANS	33	31	12-Dec-16																

Role Budgeted Units by Month (numbering correlates to red values on schedule).

### P6 Resource Assignment Layout: Multi Project- Role w Role Spreadsheet

This report is for workload planning showing all of the work assigned to a role and the months the work is planned to occur in. This work is summarized by Role Group (branch of role tree).

- 1. Role Person classification to perform task (Add info about summary).
- 2. Activity Task to be completed
- 3. Remaining Role Hours remaining hours to perform task.
- 4. Planned Role Hours by Month hours distributed to calendar months based on activity early start and remaining duration.

### 4.5 MNDOT-3 MONTH LA; T F<60 D

					2-MnD	OT - 3 M	lonth LA;	; TF < 60	D	Print Date: 24-Oct-14 Data Date: 23-Jun-15
# Activity ID Ac	stvity Name	Owner	Original Duration	Remaining Duration	Physical %	Early Start (A=Actual)	Early Finish (A=Actual)	Late Finish	Total Fibat	: 2015 2016 2017 un Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jin Feb Mar Ap
2771-37			267			04-Apr-1.4 A	17-Nov-15	13-No v-15		
SP Report G	uide MN95 At MN95 & Valley Creek R	d Constru	267	103		04-Apr-1 4 A	17-Nov-15	13-No v-15	-2	
Environmental		u-constru	139	98		12-Sep-14 A	17-Nov-15	13-No v-15	-2	
Environmental	Studies		139	98		12-Sep-14 A	17-Nov-15	13-No v-15	-2	
Cultural Reso	ources - Work Package 3 State Level Review (State	Funds Only)-	0	0		30-Jun-15	30-Jun-15	02-Jun-15	-20	
CRU1050 Re	sceived ENM	Zsch1Kri	0	0	0%	30-Jun-15			-20	Received ENM
Environmenta	I Due Diligence 1		49	49		30-Jun-15	08-Sep-15	03-Sep-15	-2	
EDD 1000 Pre	epare & Submit EDD 1	Codd1Rya	5	5	0%	30-Jun-15 🛔	07-Jul-15	02-Jul-15	-2	Prepare & Submit EDD 1
EDD 1010 Re	eview & Respond to EDD 1	Aufd1 Keir	44	44	0%	08-Jul-15	08-Sep-10-	02. Sep-15	-2	Review & Respond to EDD 1
Environmenta	Il Due Diligence 2		49	49		09-Sep-15	17-Nov-15	13-No v-15	2	
EDD 2000 Pre	epare & Submit EDD 2	Codd1Rya-	- 5	5	0%	09-Sep-15	15-Sep-15	11-Sep-15	-2	Submit EDD 2
EDD2010 Re	eview & Respond to EDD 2 (see notebook topic)	Aufd1 He r	44	44	0%	18-Sep-15	17-Nov-15	13-No v-15	-2	Review & Respond to EDD 2 (see notebook topic)
Wetland Delin	neations		51	10		12-Sep-14 A	14-Jul-15	16-Jun-15	-19	ລ
WTL 1010 De	aineate Wetlands (Level 1)	Hein1 Kat	5	1	75%	1. Cm.14 A	30-Jun-15	02-Jun-15	-20	Delnea vel 1)
WTL 1020 De	eineate Wetlands (Level 2)	Hein1 Kat	5	5	0%	01-Jul-15	101-101-15	-	-20	Delneate Wetlands (Level 2)
WTL 1030 Pre	epare Wetlands Report	Hein1 Kat	5	5	0%	08-Jul-15	14-Jul-15		-19	Prepare Wetlands Report
Permits			15	15		15-Jul-15	04-Aug-15	2	-19	
Wetland/WCA	& Aquatic Resources (404/401/ Section 10)-1		15	15		15-Jul-15	04-Aug-15	-	-19	
WTP1010 Pre	epare & Submit Combined Permit Application	Hein1Kat	15	15	0%	15-Jul-15	04-Aug-15		-19	Prep are & Submit Combined Permit Application
Road Design			244	80		04-Apr-1 4 A	14-Oct-15	01-Jun-15	-95	
Surveys			22	22		23-Jun-15	23-Jul-15	26-Feb-15	-103	
Design Survey	ys		22	22		23-Jun-15	23-Jul-15	28-Feb-15	-103	
SDE1030 Co	onduct Utilities Survey	Wern1Mat	22	22	0%	23-Jun-15	23-Jul-15	26-Feb-15	-103	Conduct Utilities Survey
Traffic Studies			5	0		23-Jun-15	29-Jun-15	01-Jun-15	-20	
TUDIOOD	n Management Plan (IMP)	Control Days	•	•		23-Jun-15	28-Jún-15	01-Jun-15	-20	D Brease DB
Parliminant Da	epacine	Coudintya	220	47	076	23-3df-13	20-000-10 00.0	41 Marc 15	-20	a report in
Staff Approved	esign d Lavout		228	47		04-Apr-1 4 A	22-360-10 22-Sep-15	04-Max-15	-93	
LAY1050 Pr	en are Einal Geometric Lavout & Profile	Codd1Rva	10	3	70%	04-Am-14 A	23-Jul-15	28-Eeb-15	-103	Prepare Final Geometric Lavout & Profile
LAY1070 Re	avise. Sign. & Distribute Geometric Lavout	Codd1Rva	22	22	0%	21-Aug-15	22-Sec-15	04-May-15	-98	Revise, Sign. & Distribute Geometric Layout
Design Memory	Design Exception	1	25	25		17-101-15	20-4 0-15	02-6-0-15	-98	
DME 1000 Pr	en are & Anom ve Design Memo in District	Vasa1Vic	5	5	0%	17-Jul-15	23-Jul-15	05-Mar-15	-98	Prepare & Approve Design Memo in District

Three Month Look-ahead: (numbering correlates to red values on schedule).

### P6 Activity Layout: 2-MnDOT - 3 Month LA; TF < 60 D

Project Management Report (link to each project report in District-Reports.xlsx sortable table)

This is a summary of upcoming work grouped by WBS. This is a good report for a project manager to identify what work is occurring or upcoming on a specific Project. Activities included have less than 60 days total float and can be started in the next three months

#### Schedule Information:

- 1. Data Date: The "time now" date that remaining durations and float are calculated from; may be in future if float limit applied to project.
- 2. Activities
- 3. Early Start: Within 3 months of Data Date

### 4.6 MNDOT GANTT CHART LAYOUT



### Gantt Chart Project Review: (numbering correlates to red values on schedule).

### P6 Activity Layout: 1-MnDOT - Gantt Chart Layout

Project Management Report (link to each project report in District-Reports.xlsx sortable table)

The primary use of the project Gantt chart is for review of a specific project, often by a project manager. The Activities are grouped by Work Breakdown Structure (WBS).

#### **Schedule Information:**

Activity Bars show earliest start date for activity based on schedule logic

- 1. Highest level of WBS within a project detailing work type.
- 2. Lowest level of WBS usually correlating to a deliverable.
- 3. Activities under WBS deliverables.
- 4. Diamond shape indicates Milestone.
- 5. Green Activity Bar indicates remaining work.
- 6. Blue Activity Bar indicates completed work.
- 7. Red Bar indicates Activity is on longest path (Critical)

# 4.7 MNDOT ACTIVITIES RELATIONSHIP REPORT: ALL ACTIVITIES BY PROJECT

31-Oct-14 09:28

### MnDOT Activity Relationship Report: All Activities by Project



**P6 Report Layout:** *MnDOT Activity Relationship Report: All Activities by Project* Project Management Report (link to each project report in District-Reports.xlsx sortable table)

The Project relationship report contains the logic between activities in a schedule. The Predecessor and Successor logic drives the start or finish of an Activity and the Float calculations.

### **Schedule Information:**

- 1. Activity the logic is detailed for.
- 2. Predecessor Activity driving the Activity being detailed.
- 3. Successor Activity being driven by the Activity being detailed.
- 4. Type of logic; FS = Finish Start, SS = Start-Start, FF = Finish-Finish.
- 5. Estimated percent complete of Predecessor or Successor activities.
- 6. Anticipated or actual Early Start of the Predecessor or Successor activities.
- 7. Total Float of Activity being detailed.

### 4.8 ALL ACTIVITIES BY TOTAL FLOAT

					3-Mn[	DOT -	Total F	loat Lay	out				Print Time: 31-Ocl-14 10:52 Data Date: 22-Ocl-14
Route #	WBS Name	Activity ID	Activity Name	Owner	Original Duration	Remaining Duration	Physical % Complete	Early Start (A=Actual)	Early Finish (A=Actual)	Late Finish	Total Float	2014 Q2 Q3	2015         2016         2017           Q4         Q1         Q2         Q3         Q4         Q1         Q2         Q3         Q4         Q1
2771	-37												
	Design Surveys	SDE 1030	Conduct Utilities Survey	Wem1Mat	22	22	0%	22-0d-14	21-Nov-14	26-Feb-15	63		21-Nov-14, Conduct Utilities Survey
	Staff Approved Layout	LAY1050	Prepare Final Geometric Layout & Profile	Codd1Rya	10	3	70%	04-Apr-14 A	21-Nov-14	26-Feb-15	63		21-Nov-14, Prepare Final Geometric Layout & Profile
	Stormwater Treatment De	PND1000	Preliminary Stormwater Treatment Design	Foss1Bry	20	20	0%	19-Nov-14	18-Dec-14	23-Mar-15	63		18-Dec-14, Preliminary Stormwater Te
	Stormwater Treatment De	PND1010	Request Soil Borings/Piezometers	Foss1Bry	1	1	0%	19-Dec-14	19-Dec-14	24-Mar-15	63		19-Dec-14, Request Concoungs/Piez
	Hydraulics Design	HYD1000	Preliminary Hydraulics Design/Recommendation	Foss1Bry	40	40	0%	22-Dec-14	19-Feb-15	19-May-15	63		19-F60-15, Preliminary Hydraulic mendation:
	Hydraulics Design	HYD1010	Final Hydraulics Design/Recommendation	Foss1Bry	90	90	0%	20-Feb-15	26-Jun-15	25-Sep-15	63		26-jun-15, Final Hydra commendation
	Hydraulics/WRE Plans	WRE1000	Prepare Culvert Plan	Foss1Bry	20	20	0%	29-Jun-15	27-Jul-15	23-0d-15	63		27-Jul-15, Prepare Culvert Plan
	Hydraulics/WRE Plans	WRE1010	Prepare Storm Sewer Plan	Foss1Bry	20	20	0%	29-Jun-15	27-Jul-15	23-0d-15	63		27-Jul-15, Prepare Storm Sewer Plan
	Road Plans	PLN9000	Prepare 90% Plans (As Defined by Project Team in Ac	Vasa 1Vic	40	40	0%	28-Jul-15	22-Sep-15	23-Dec-15	63		22-Sep-15, Prepare 90% Plans (As Defined
	DNR Public Waters Perm	PWP1010	Prepare & Submit DNR Public Waters Permit Applicat	Foss1Bry	15	15	0%	23-Sep-15	13-0d-15	15-Jan-16	63		13-Oct-15, Prepare & Submit DNR Public V
	Wetland/WCA & Aquatic I	WTP 1080	MnDOT Receives & signs 401/404/Section 10	Hein1Kat	5	5	0%	10-Nov-15	17-Nov-15	22-Feb-16	63		17-Nov-15, MnDOT Receives & signs 40
	Wetland/WCA & Aquatic I	WTP 1090	Wetland Credit Withdrawal Initiated	Stra1Sar	5	5	0%	18-Nov-15	24-Nov-15	29-Feb-16	63		I 24-Nov-15, Wetland Credit Withdrawal In
	Watershed District Permit	WDP1020	Watershed District Permits Received	Foss1Bry	0	0	0%		23-Nov-15	29-Feb-16	85		BG-Normality Watershed District Permit
	Design Memo/Design Exc	DME 1000	Prepare & Approve Design Memo in District	Vasa 1Vic	5	5	0%	17-Nov-14	21-Nov-14	05-Mar-15	68		21-Nov-14, Prepare & Approve Design Memoin Disfrict
	Design Memo/Design Exc	DME 1010	Approval of Formal Design Exception by State Design	Yasi1Dar	20	20	0%	24-Nov-14	23-Dec-14	02-Apr-15	68		23-Dec-14, Approval of Formal Design Exception by State Design E
	Staff Approved Layout	LAY1070	Revise, Sign, & Distribute Geometric Layout	Codd1Rya	22	22	0%	24-Dec-14	27-Jan-15	04-May-15	68		27-Jan-15, Revise ute Geometric Layout
	Material Design Recomm	MDR 1000	Conduct Roadway Borings/Field Work	Clyn1Tim	10	10	0%	28-Jan-15	10-Feb-15	18-May-15	68		10-Feb-15 crd orings/Field Work
	Road Plans	PLN6000	Prepare 60% Plans (As Defined by Project Team in Ac	Vasa 1Vic	40	40	0%	04-Feb-15	01-Apr-15	08-Jul-15	68		ins (As Defined by Project Team
	Material Design Recomm	MDR 1010	Prepare Pavement Alternatives/PDM/LCCA	Clyn1Tim	10	10	0%	11-Feb-15	25-Feb-15	02-Jun-15	68		2 25-Feb-15, Pies Attematives/PDMLCCA
	Material Design Recomm	MDR 1030	Review of LCCA by MaplewoodIndustry		20	20	0%	26-Feb-15	25-Mar-15	30-Jun-15	68		25-Mar-15, Review of LCCA by Maplewo od/industry
	Material Design Recomm	MDR 1050	Prepare Pavement Recommendation	Clyn1Tim	5	5	0%	26-Mar-15	01-Apr-15	08-Jul-15	68		01-Apr-15, Prepare Pavement Recommendation
	Wetland/WCA & Aquatic I	WTP 1030	Respond to COE Draft Permit Questions	Hein1Kat	30	30	0%	02-Apr-15	13-May-15	19-Aug-15	68		13-May-15, Respond to COE Draft Permit Questions
	Wetland/WCA & Aquatic I	WTP 1040	Permit Application Complete	Hein1Kat	0	0	0%		13-May-15	19-Aug-15			<ul> <li>13-May-15, Permit Application Complete</li> </ul>
	Watershed District Permit	WDP1000	Prepare & Submit Watershed District Permit Application	Foss1Bry	20	20	0%	25-Aug-15	22-Sep-15	31-Dec-15	68		22-Sep-15, Prepare & Submit Watershed Dis
	Hydraulics Design	HYD1030	Prepare SWPPP and Review Erosion Control Plans	Foss1Bry	15	15	0%	01-Sep-15	22-Sep-15	31-Dec-15	68		22-Sep-15,:Prepare SWPPP and Review:Er
(	Sporial Draviciano	DD 0 1000	Dronom & notial Dravisione	Maca filic	E.	F	09/	22 Con 15	20 Sec. 15	14 Ion 18	77		1 Transie 15 Transie or Contract Distances

### **Float Path Review**

(Numbering correlates to red values on schedule).

### P6 Activity Layout: 3-MnDOT - Total Float Layout

Project Management Report (link to each project report in District-Reports.xlsx sortable table)

The Total Float Layout groups Activities by the Activity Total Float and Start Date. This typically groups activities that logic connects together. Looking at each float path can aid in identifying activities that can be crashed to advance project delivery.

### **Schedule Information:**

- 1. Float Path 1 Activities in this float path are on the critical/longest path (red).
- 2. Float Path 2 this is a secondary logic path through the schedule.

### Analysis of float paths

Float path analysis will aid in identify activities that can be accelerated to deliver a project sooner than the schedule shows. In the example above the two float paths are shown. Seeing both float paths helps identify what duration can be reduced from Float Path 1 before Float Path 2 becomes critical and on the longest path. In this example 5 days can be removed from Float Path 1 before Float Path 2 becomes part of the longest paths. To crash the project more than 5 days, both float paths would require reduced Durations.

### 4.9 ALL ACTIVITIES BY EARLY START

					4-MnD(	DT - All	Activities	by Early S	tart									Print Data	Date: 24-0 Date: 22-	Dot-14 -Oot-14
Route #	WBS Name	Activity ID	Activity Name	Owner	Original Duration	Remaining Duration	Physical % Complete	Early Start (A=Actual)	Early Finish (A=Actual)	Late Finish	Total Float	2014 Q2 Q3	Q4	Q1	2015 Q2 Q	3 Q4	Q1	2018 Q2 Q3	Q4	2017 Q1 2
2771-	37																			
	Transportation Managen	TMP1000	Prepare TMP	Codd1Rya	5	5	0%	22-Oct-14	28-Oct-14	03-Jun-15	148		28-	Oct-14, I	Prepare 1	ŴР				
	Design Surveys	SDE1030	Conduct Utilities Survey	Wern1 Mat	22	22	0%	22-Oct-14	21-Nov-14	28-Feb-15	63		2	1-Nov-1	4, Conduc	Utilities S	Survéy		1	
	District Land Surveys	SDL 1020	Conduct As-Built Alignment Surveys	Wern1 Mat	22	8	75%	07-Apr-14 A	31-Oct-14	27-Jan-16	307		31-	Oct 14,	Conduct	As-Buit Ali	n men t S	Surveys		
	Wet land Delineations	WTL 1010	Delineate Wetlands (Level 1)	Hein1Kat	5	1	75%	12-Sep-14 A	29-Oct-14	04-Jun-15	148		29-	Oct-14,	Delineate	Wetlan ds	(Le vel 1	)		
	Environmental Due Dilig	EDD1000	Prepare & Submit EDD 1	Codd 1Rya	5	5	0%	29-Oct-14	04-Nov-14	02-Jul-15	164	;	0 04-	No + 14	Prepare	& Submit E	DD 1		:	
	Cultural Resources - We	CRU1050	Received ENM	Zsch1Kri	0	0	0%	29-Oct-14			148		Rec	eived E	NM					
	Cultural Resources - We	CRU1060	Conduct Preliminary CRU Evaluation	Zsch1Kri	5	5	0%	29-Oct-14	04-Nov-14	05-No v-15	252		0 04-	No v 14.	Conduct	Preliminary	/ CRÍU E	valuation		
	Wet land Delineations	WTL 1020	Delineate Wetlands (Level 2)	Hein1Kat	5	5	0%	30-Oct-14	03-Nov-14	09-Jun-15	218		03-	No ve 14,	Deineat	Wetlands	(Level 2	2)	1	
	District Land Surveys	SDL 1030	Conduct Existing Properties Surveys (see notebool	Wern1 Mat	22	22	0%	03-No v-14	05-Deo-14	29-Feb-16	307			05-Deo-1	4, Condu	ot Existing	Propert	ies Survey	is (see no	tebook to
	Wet land Delineations	WTL 1030	Prepare Wetlands Report	Hein1Kat	5	5	0%	04-No v-14	10-Nov-14	18-Jun-15	148		8 10	No + 14	Prepare	Wetlands	Report			
	Environmental Due Dilig	EDD1010	Review & Respond to EDD 1	Au fd1 Ke r	44	44	0%	05-No v-14	12-Jan-15	03-Sep-15	164			] 12-Ja	n-15, Re	n İşw & Reş	pondito	EDD 1		
	Cultural Resources - We	CRU1070	Prepare & Send CRU Findings Letter	Zsch1Kri	5	5	0%	05-No v-14	12-Nov-14	13-No v-15	252		0 12	-No ý-14	. Prepare	& Send Cl	RU Findi	ngs Letter		
	Wet land /WCA & Aquatic	WTP1010	Prepare & Submit Combined Permit Application	Hein1Kat	15	15	0%	12-No v-14	04-Deo-14	08-Jul-15	148			04-Deo-1	14, Prepa	é & Submi	t Combin	ed Permit	Application	n E
	Design Memo/Design Ex	DME1000	Prepare & Appro ve Design Memo in District	Vasa1Vic	5	5	0%	17-No v-14	21-Nov-14	05-Mar-15	68		8 2	1-Nov-1-	4. Prepar	& Approv	e Desig	a Memo in l	District	
	Staff Approved Layout	LAY1050	Prepare Final Geometric Layout & Profile	Codd 1Rya	10	3	70%	04-Apr-14 A	21-Nov-14	28-Feb-15	63		1 2	1-Nav-1	4. Prepar	Final Geo	metéo L	ayout & P	ofie	
	RW Construction Limits	LI M10 00	Prepare Preliminary Cross Sections	Vasa1Vic	5	5	0%	19-No v-14	25-Nov-14	20-Apr-15	98		8 2	5-Nov-1	4, Prepar	Prelimina	ry Cioss	Sections		
	Stor mus ter Trea tment E	PND1000	Preliminary Stormwater Treatment Design	Foss1Bry	20	20	0%	19-No v-14	18-Deo-14	23-Mar-15	63			18-Deo	14, Prelir	hary Stor	mwater 1	Freatment '	Design	
	Design Memo/Design Ex	DME1010	Approval of Formal Design Exception by State Des	YasilDar	20	20	0%	24-No v-14	23-Deo-14	02-Apr-1 5	68			23-Deo	14, Appr	oval of For	mal Des	ign Except	tion by Sti	ate Desig
	RW Construction Limits	LI M10 10	Review & Revise Preliminary Cross Sections	Vasa1Vic	10	10	0%	28-No v-14	11-Dec-14	04-May-15	98			11-Deo-	14, Revie	w& Revise	Preimir	ary Cross	Sections	
	RW Construction Limits	LI M10 20	Prepare & Submit Construction Limits	Vasa1Vic	5	5	0%	12-Dec-14	18-Deo-14	11-May-15	98		1	18-Deo	14, Prep	te & Subm	it Const	ruction Lin	its	
	Watershed District Pern	WDP0900	Coordinate With Watersheds	Foss1Bry	5	5	0%	19-Dec-14	28-Deo-14	02-Deo-15	234		1	26-Dec	14, Coor	dinate With	Waters	sheds		
	Stor mus ter Trea tment E	PND1010	Request Soil Borings/Piezometers	Foss1Bry	1	1	0%	19-Dec-14	19-Deo-14	24-Mar-15	63		1	19-Deo	-14, Requ	est Soil Bo	rings/Pe	zometers		
	Hydraulics Design	HYD1000	Preliminary Hydraulics Design/Recommendation	Foss1Bry	40	40	0%	22-Dec-14	19-Feb-15	19-May-15	63		•	19	Feb-15, I	Prelmina ry	Hydr aul	ios Designi	Recomm	a ndation
	Staff Approved Layout	LAY1070	Revise, Sign, & Distribute Geometric Layout	Codd1Rya	22	22	0%	24-Dec-14	27-Jan-15	04-May-15	68			27-J	an-15, Re	vise, Sign,	& Distr	ibute Geon	letric Lay	out
	Environmental Due Dilig	EDD2000	Prepare & Submit EDD 2	Codd1Rya	5	5	0%	13-Jan-15	20-Jan-15	11-Sep-15	164	i i i i i i i i i i i i i i i i i i i		20-Ja	in-15, Pre	pare & Sul	mit EDI	2		
	Environmental Due Dilig	EDD2010	Review & Respond to EDD 2 (see notebook topic)	Au fd1 Keir	44	44	0%	21-Jan-15	24-Mar-15	13-No v-15	164			- in the second	24-Mar-18	Review &	Re spor	d to EDD	2 (see no	tebook to
	Material Design Recomm	MDR1000	Conduct Roadway Borings/Field Work	Clyn 1Tim	10	10	0%	28-Jan-15	10-Feb-15	18-May-15	68			10-	Feb-15, 0	onduct Ro	adwây B	lorings/Fiel	d Work	
	Road Rans	PLN6000	Prepare 60% Plans (As Defined by Project Team in	VasafVic	40	40	0%	04-Feb-15	01-Apr-15	08-Jul-15	68			ė	01-Apr-1	5 Prepare	60% Pla	ns (As Def	ined by P	roject Te
	Signing Plan	SGN1030	Prepare & Review 100% Signing Plan & Special Pro	Bour 1Luk	10	10	0%	04-Feb-15	18-Feb-15	29-Jan-16	238			18	Feb-15,	Prepare & I	Reviéw 1	00% Signir	ig Pan &	Special P
	Material Design Recomm	MDR1010	Prepare Pavement Alternatives/PDM/LCCA	Clyn 1Tim	10	10	0%	11-Feb-15	25-Feb-15	02-Jun-15	68			■ 25	-Feb-15,	Prepare Pa	venent	Alternative	es/ PDM/L/	CCA:
	Hydraulics Design	HYD1010	Final Hydraulics Design/Recommendation	Foss1Bry	90	90	0%	20-Feb-15	28-Jun-15	25-Sep-15	63			i i i	20	Jun-15, F	inal Hyd	raulios Der	ign/Recor	mmendati
	Material Design Recomm	MDR1030	Review of LCCA by Maplewood/Industry		20	20	0%	28-Feb-15	25-Mar-15	30-Jun-15	68			i.	25-Mar-18	Review	f LCCA	by Maplew	bod/Indus	stry
	Categorical Exclusion - I	CTX1000	Prepare CATEX Document	Dalt1 Ric	28	28	0%	25-Mar-15	29-Apr-15	23-Deo-15	164				29-Apr	-15, Prepa	re CÂTE	C Documer	à	
	Material Design Recomm	MDR1050	Prepare Pavement Recommendation	Clyn 1Tim	5	5	0%	28-Mar-15	01-Apr-15	08-Jul-15	68			1	01-Apr-1	5) Prepare	Pavême	nt Recomm	henda tion	

### Schedule Activities sorted by Early Start

### P6 Activity Layout: 4-MnDOT - All Activities by Early Start

Project Management Report (link to each project report in District-Reports.xlsx sortable table)

This report contains all activities in the project schedule sorted by early start. The common use for this report is to identify who should be working on your project next.

Note: This does not represent the order the schedule logic requires work to be complete, just when the earliest potential start can occur.

### 4.10 PPMS HEADER CURRENT

SP: 0202-95	Proj	Seq: 43125		Hwy: 10	<u>Top of METRO</u>	District List
SP: 0202-95 I	DST: M AREA: 1	N RTE: 10 CN	TY: Anoka,2 S	TATUS: Programmed	ORG.LET: 1-1-31 CU	<b>R.LET:</b> 1-15-15
DESCRIPTION:	*CIMS*AT ANOKA	-CSAH 83 IN CITY	OF RAMSEY - C	CONST INTERCHANGE,	INCLUDING CSAH 83 BF	RIDGE OVER US10 &
CSAH 83 BRII	DGE OVER BNSF I	RR, PED/BIKE IME	RV, DRAINAGE,	BARRIERS, LIGHTING	, STRIPING, SIGNAL,	SIGNING
PROGRAM: AM	WRK TYPE: Gr	ade, Surface, ar	d Bridge	ORG.COST:	\$10,000,000	
MI: .863 I	BEG.RF.PNT: 21	9+00.728 COST E	ST CHANGE: 08-	22-14 CUR.COST:	\$0	
FY: 15 H	END RF.PNT: 22	0+00.593	AUTH DATE:	AGREE AMT:	\$10,000,000	
BUS LIAISON:	Jung, Paul	PARCEI	S: REL	OCS: R/W	COST: \$0	
PREL. PROJ. MO	GR:	FIN. DES. PF	OJ. MGR: Berge	m, Phillip RES.	ENG: Penn, Dan	
DESIGN ENG: Co	onsultant,	FUND DESIGNATOR	S: SF	PLANS READY D	ATE :	
JOB NUMBERS: (	0202-(02007): 1	BP=T9R757, 0202-	(02586): BP=T9	R758, 0202-95: P=1	9F383	
ASSOCIATED SP	s: 0202-(02007)	), 0202-(02586)				
EST. CONST ST	ART: 3-15-15	EST. CONST	FIN: 7-15-16	TRAFFIC IN	PACT: Medium Traffic	: Impact
SEE P6 REPORTS	S FOR POSSIBLE	SCHEDULE				

### **PPMS Header**

#### Source PPMS - see PPMS Coordinator

This report contains project level data stored in PPMS. Common uses of this report is to determine the description, location, limits, estimated costs, development schedule, and letting dates for Trunk Highways, State Aid, Transit, and Rail and Intelligent Transportation Systems projects.

### 4.11 OWNER REPORTS – ALL ACTIVITIES SPREADSHEET

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1	Drojoct ID	<b>-</b> D		Job Num	hor z	Drimo SD	sn	Numbo		t Data		- V	lanagor	Eng	Des -	District	- Grou		Tuno		umbor			Activity II
2	115907 D		0/200 /91008	1725594	iber 🔛	4509.05	4509 (9100P)	Numbe	9100	10/24/201	A hadriio	r b	adrition	- cng		District	Engi	P Conting Sol	мы		umber	1 Othor	vanne 🖻	A1050
2	115807_B	S	P 4509-(91008	1725584		4509-05	4509-(9100B)		9100	10/24/201	/ hadr1je	r h	adr1jer			D2	Engi	neering Ser	MN			1 CMGC		A1050
1	77065 E	S	P 4509-05 MN	1T20016		4509-05	4509-05	NA	5100	10/24/201	/ hadr1ie	r h	adr1ior			D2	Oner	rations Div	MN			1 Milect	ones	MS 1005
5	79119 F	S	2205-291157	1773445		3205-29	3205-29	NA		4/24/201	5 howe1d	hr h	owe1chr	henz1h	ro	D7	Oper	rations Div.	115			71 Milest	ones	MS 100
6	79119 F	S	P 3205-29 US7	1773445		3205-29	3205-29	NΔ		4/24/201	5 bowe1c	hr bi	owe1chr	benz1b	re	D7	Oper	ations Div.	us			71 Milest	ones	MS 150
7	79119 F	S	P 3205-29 US7	1773445		3205-29	3205-29	NA		4/24/201	5 bowe1c	hr b	owe1chr	benz1b	re	D7	Oper	ations Div.	US			71 Milest	ones	MS 170
8	79119 F	S	P 3205-29 US7	1T73445		3205-29	3205-29	NA		4/24/201	5 bowe1d	hr b	owe1chr	benz1b	re	D7	Oper	ations Div.	US			71 Milest	ones	MS 180
9	79119 F	S	P 3205-29 US7	1773445		3205-29	3205-29	NA		4/24/201	5 bowe1c	hr b	owe1chr	benz1b	re	D7	Oper	ations Div.	US			71 Milest	ones	MS 190
10	79119 F	S	P 3205-29 US7	1773445		3205-29	3205-29	NA		4/24/201	5 bowe1c	hr bi	owe1chr	benz1b	re	D7	Oper	rations Div.	US			71 Milest	ones	MS 200
11	79119 F	S	P 3205-29 US7	1773445		3205-29	3205-29	NA		4/24/201	5 bowe1c	hr bi	owe1chr	benz1b	re	D7	Oper	ations Div.	US			71 Milest	ones	MS 210
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	1 CMGC		A1060	STRU	CTURES	PS Hadr1Jer		10	1009	6	0	10/22/201	14 10/	22/2014	9/12/3	2014	9/12/2014			5/6/201	13 5	5/7/2013		
	1 Milesto	nes	MS_1005	Scop	ing Doc	um Hadr1Jer		0	1009	6	0		10/	22/2014		1	0/24/2014				9	9/7/2011		
	71 Milesto	nes	MS_100	Proje	ect Initia	ate Bowe1Chr		0	1009	6	0	10/22/201	14		9/10/3	2014				1/1/201	14			
	71 Milesto	nes	MS_150	Envir	onmen	tal Bowe1Chr		0	09	6	0		1	/6/2015			4/23/2015		75					
	71 Milesto	nes	MS_170	Final	Design	PrcBowe1Chr		0	09	6	0		10/	22/2014			3/26/2015		105					
	71 Milesto	nes	MS_180	MDR	Comple	ete Bowe1Chr		0	09	6	0		10/	24/2014		1	0/29/2014		3					
	71 Milesto	nes	MS_190	Utilit	y Notic	e ar Bowe1Chr		0	09	6	0		2/	24/2015			3/12/2015		12					
	71 Milesto	nes	MS_200	Mun	icipal A	gre Bowe1Chr		0	09	6	0		1/	13/2015			1/29/2015		11					
	71 Milesto	nes	MS_210	Road	way Pla	ns Bowe1Chr		0	09	6	0		1/	13/2015			1/28/2015		10					
	71 Milesto	nes	MS 230	Proje	ect Turn	ed Bowe1Chr		0	09	6	0		1/	29/2015			1/29/2015		0					

### **Owners Report**

P6 Activity Layout: MnDOT All Activities Spreadsheet Layout

The All Activities Spreadsheet contains all Activities that are on Active Projects in MnDOT's P6 Enterprise System and contains the primary activity level data used by P6 for Owners, Functional Groups, and Project Managers.

The All Activities Spreadsheet is in a table format that can be easily grouped or sorted to extract specific information. This can be used to research project activities including what work is planned for a specific functional group or Owner, or to provide Activity Audits to improve the quality of schedules.

Activity Audits using the All Activities Spreadsheet can help identifying:

- Activities coded to the wrong functional group
- Activities coded to the wrong owner
- Activities missing from a report
- Activities missing from a schedule

If there are errors or missing data is encountered, see SSC scheduler. Accurate Activity data produces accurate schedules and reports.

### 5.0 SCOREBOARD LAYOUTS AND FILTERS

P6 is used to generate scoreboard information for the Project Management Battle. See <u>Coding Project in P6 for PM</u> <u>Battle Scoreboard</u> for additional information.

Scoreboard Filters are listed below. Filters use the most recent data date when pulling data for the scoreboard.

- 1.0 Scoping Document
  - a. Scoping Document Complete Milestone or PPMS activity 1003 Project Scoping complete
  - b. P6 Project Status code: active projects
  - c. MnDOT Project Status code: planned or programmed
  - d. Schedule: Design, Bridge or Scoping
  - e. MnDOT Completion Type code: MnDOT Let
  - f. A must finish by date that is after the last letting period
- 2.0 Signed and Approved Schedules
  - a. Project Status code: active projects
  - b. MnDOT Project Status code: planned or programmed
  - c. Schedule: Design or bridge
  - d. MnDOT Completion Type code: MnDOT Let
  - e. MnDOT Baseline Status: Baselined
  - f. A must finish by date that is after the last letting period
- 3.0 Negative Float
  - a. P6 Project Status code: active projects
  - b. MnDOT Project Status code: planned or programmed
  - c. Schedule: Design or bridge
  - d. MnDOT Completion Type code: MnDOT Let
  - e. MnDOT Baseline Status Codes: Schedule Under Review, Baselined, Recovery
  - f. a must finish by date that is after the last letting period Program Review Report

### 6.0 APPENDIX

The following information is further guidance, protocols, and reference materials for how to use reports in P6.

### 6.1 REPORTS LAYOUT DICTIONARY

The Reports Layout and Dictionary has been developed to detail out the columns/fields, filters, grouping and sorting information required to run reports if the layouts in P6 are not available. See <u>RD-00-12\_Reports Layouts</u> <u>Dictionary.xlsx</u>